

DOCUMENTATION

REQUIRED FOR

FIRST MORTGAGE

and/or

HOME EQUITY LINE OF CREDIT

If Property Is Jointly OR Will Be Jointly Owned CO-APPLICANT

Section Must Be Filled Out

APPLICANT:

- Copies of two most recent years of Federal Income Tax Returns (Form 1040) with all attached Schedules
- Copies of two most recent years of W-2's, 1099's, etc., for proof of income
- Copies of one month of pay stubs
- Three-month copies of Bank Statements
- Proof of home owner's insurance indicating monthly/yearly premium

CO-APPLICANT:

- Copies of two most recent years of Federal Income Tax Returns (Form 1040) with all attached Schedules
- Copies of two most recent years of W-2's, 1099's, etc., for proof of income
- Copies of one month of pay stubs
- Three-month copies of Bank Statements
- Proof of home owner's insurance indicating monthly/yearly premium

Please call Aimee @ 546-4279 to schedule an appointment. At that time, I will review your documentation and explain the mortgage process, and I will answer any questions or concerns you may have.

Thank you



**ROCHESTER & MONROE COUNTY
EMPLOYEES FEDERAL CREDIT UNION**

460 N. Goodman St. • Rochester, NY 14609
(585) 546-4279 • Fax: (585) 546-3745
www.rocmon.org

Real Estate Application

Check below to indicate the type of credit for which you are applying. Married Applicants may apply for a separate account.

- Individual Credit:** You must complete the Applicant section about yourself and the Other section about your spouse if
1. you live in or the property pledged as collateral is located in a community property state (AK, AZ, CA, ID, LA, NM, NV, TX, WA, WI)
 2. your spouse will use the account, or
 3. you are relying on your spouse's income as a basis for repayment. If you are relying on income from alimony, child support, or separate maintenance, complete the **Other** section to the extent possible about the person on whose payments you are relying.
- Joint Credit:** Each Applicant must individually complete appropriate section below. If Co-Applicant is spouse of the Applicant, mark the Co-Applicant box. If this is an application for joint credit, Applicant and Co-Applicant each agree and acknowledge the intent to apply for joint credit (sign below):

Applicant's Signature X	Date (Seal)
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Co-Applicant's Signature X	Date (Seal)
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PAYMENT PROTECTION Are you interested in having your loan protected? Yes No

If you answer "yes", the credit union will disclose the cost to protect your loan. The protection is voluntary and does not affect your loan approval. In order for your loan to be covered, you will need to sign a separate application that explains the terms and conditions.

TYPE OF MORTGAGE AND TERMS OF LOAN

MORTGAGE APPLIED FOR: VA CONVENTIONAL FHA USDA/RURAL HOUSING SERVICE OTHER:

LOAN AMOUNT REQUESTED \$ _____ TERM REQUESTED (Months) _____ **LOAN TYPE:** FIXED RATE OTHER (Explain): _____
 ARM (Type): _____

PROPERTY INFORMATION AND PURPOSE OF LOAN

SUBJECT PROPERTY ADDRESS (Street, City, State & Zip)		NO. OF UNITS
LEGAL DESCRIPTION OF SUBJECT PROPERTY (Attach description if necessary)		YEAR BUILT
PURPOSE OF LOAN: <input type="checkbox"/> PURCHASE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> OTHER (Explain): _____ <input type="checkbox"/> REFINANCE <input type="checkbox"/> CONSTRUCTION-PERMANENT		PROPERTY WILL BE: <input type="checkbox"/> PRIMARY RESIDENCE <input type="checkbox"/> SECONDARY RESIDENCE <input type="checkbox"/> INVESTMENT
TITLE WILL BE HELD IN WHAT NAME(S)	MANNER IN WHICH TITLE WILL BE HELD	ESTATE WILL BE HELD IN: <input type="checkbox"/> FEE SIMPLE <input type="checkbox"/> LEASEHOLD (Show Expiration Date)
SOURCE OF DOWN PAYMENT, SETTLEMENT CHARGES AND/OR SUBORDINATE FINANCING (Explain)		

Complete the line below if this is a construction or construction-permanent loan.

YEAR LOT ACQUIRED	ORIGINAL COST \$	AMOUNT EXISTING LIENS \$	(A) PRESENT VALUE OF LOT \$	(B) COST OF IMPROVEMENTS \$	TOTAL (A + B) \$
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Complete the line below if this is a refinance loan.

YEAR ACQUIRED	ORIGINAL COST \$	AMOUNT EXISTING LIENS \$	PURPOSE OF REFINANCE	DESCRIBE IMPROVEMENTS <input type="checkbox"/> MADE <input type="checkbox"/> TO BE MADE COST: \$
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APPLICANT INFORMATION

OTHER **CO-APPLICANT** **SPOUSE**

NAME (Last - First - Initial)			NAME (Last - First - Initial)		
DRIVER'S LICENSE NUMBER/STATE		BIRTH DATE	DRIVER'S LICENSE NUMBER/STATE		BIRTH DATE
ACCOUNT NUMBER		SOCIAL SECURITY/TAX IDENTIFICATION NUMBER	ACCOUNT NUMBER		SOCIAL SECURITY/TAX IDENTIFICATION NUMBER
HOME PHONE	CELL PHONE	BUSINESS PHONE/EXT.	HOME PHONE	CELL PHONE	BUSINESS PHONE/EXT.
EMAIL ADDRESS			EMAIL ADDRESS		
PRESENT ADDRESS (Street - City - State - Zip) <input type="checkbox"/> OWN <input type="checkbox"/> RENT		LENGTH AT RESIDENCE	PRESENT ADDRESS (Street - City - State - Zip) <input type="checkbox"/> OWN <input type="checkbox"/> RENT		LENGTH AT RESIDENCE
PREVIOUS ADDRESS (Street - City - State - Zip) <input type="checkbox"/> OWN <input type="checkbox"/> RENT		LENGTH AT RESIDENCE	PREVIOUS ADDRESS (Street - City - State - Zip) <input type="checkbox"/> OWN <input type="checkbox"/> RENT		LENGTH AT RESIDENCE
COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY PROPERTY STATE: <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED (Single - Divorced - Widowed)			COMPLETE FOR JOINT CREDIT, SECURED CREDIT OR IF YOU LIVE IN A COMMUNITY PROPERTY STATE: <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED (Single - Divorced - Widowed)		
LIST AGES OF DEPENDENTS NOT LISTED BY OTHER APPLICANT (Exclude Self)			LIST AGES OF DEPENDENTS NOT LISTED BY OTHER APPLICANT (Exclude Self)		



EMPLOYMENT INFORMATION					
NAME AND ADDRESS OF EMPLOYER			NAME AND ADDRESS OF EMPLOYER		
YOUR TITLE/GRADE		SUPERVISOR'S NAME	YOUR TITLE/GRADE		SUPERVISOR'S NAME
START DATE	HOURS AT WORK	IF SELF EMPLOYED, TYPE OF BUSINESS		START DATE	HOURS AT WORK
IF EMPLOYED IN CURRENT POSITION LESS THAN TWO YEARS, COMPLETE PREVIOUS EMPLOYER NAME AND ADDRESS			IF EMPLOYED IN CURRENT POSITION LESS THAN TWO YEARS, COMPLETE PREVIOUS EMPLOYER NAME AND ADDRESS		
STARTING DATE		ENDING DATE	STARTING DATE		ENDING DATE
MILITARY: IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO			MILITARY: IS DUTY STATION TRANSFER EXPECTED DURING NEXT YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO		
WHERE		SEPARATION DATE	WHERE		SEPARATION DATE

MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION						
GROSS MONTHLY INCOME	APPLICANT	CO-APPLICANT/ SPOUSE	TOTAL	COMBINED MONTHLY HOUSING EXPENSE	PRESENT	PROPOSED
BASE EMPL. INCOME*	\$	\$	\$	RENT	\$	
OVERTIME	\$	\$	\$	FIRST MORTGAGE (P&I)	\$	\$
BONUSES	\$	\$	\$	OTHER FINANCING (P&I)	\$	\$
COMMISSIONS	\$	\$	\$	HAZARD INSURANCE	\$	\$
DIVIDENDS/INTEREST	\$	\$	\$	REAL ESTATE TAXES	\$	\$
NET RENTAL INCOME	\$	\$	\$	MORTGAGE INSURANCE	\$	\$
OTHER (Before completing, see the notice in "Describe Other Income," below)	\$	\$	\$	HOMEOWNER ASSN. DUES	\$	\$
	\$	\$	\$	OTHER:	\$	\$
TOTALS	\$	\$	\$	TOTALS	\$	\$

*Self-Employed Applicant(s) may be required to provide additional documentation such as tax returns and financial statements.

Describe Other Income		(NOTICE: Alimony, child support, or separate maintenance income need not be revealed if the Applicant (A) or Co-Applicant/Spouse (C) does not choose to have it considered for repaying this loan.)
A		\$
A		\$
C		\$
C		\$

REFERENCES (Please include Street, City, State and Zip Code)			
NAME AND ADDRESS OF NEAREST RELATIVE NOT LIVING WITH YOU		NAME AND ADDRESS OF NEAREST RELATIVE NOT LIVING WITH YOU	
RELATIONSHIP	HOME PHONE	RELATIONSHIP	HOME PHONE

REAL ESTATE OWNED (Please include Principal Dwelling, Second Home, Vacation, Investment, etc.)								
SCHEDULE OF REAL ESTATE OWNED (If additional properties are owned, use continuation sheet.)								
PROPERTY ADDRESS (Enter PS if pending sale or R if rental being held for income)	TYPE OF PROPERTY	PRESENT MARKET VALUE	AMOUNT OF MORTGAGES & LIENS	GROSS MONTHLY RENTAL INCOME	MONTHLY MORTGAGE PAYMENTS	MONTHLY INSURANCE, MAINTENANCE, TAXES & MISC.	MONTHLY NET RENTAL INCOME	
		\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	
	TOTALS	\$	\$	\$	\$	\$	\$	

ASSETS (Please include Auto, Boat, Stocks, Bonds, Cash, etc.)						
ASSET DESCRIPTION	LIST LOCATION OF ASSET OR FINANCIAL INSTITUTION	MARKET VALUE/ PRESENT BALANCE	PLEGED AS COLLATERAL FOR ANOTHER LOAN		OWNED BY	
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> APPLICANT	<input type="checkbox"/> OTHER
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>

DEBTS (Please include Auto Loans, Credit Cards, Second Mortgages, etc.)

DEBT	CREDITOR NAME OTHER THAN THIS CREDIT UNION (Attach additional sheet(s) if necessary)	INTEREST RATE	PRESENT BALANCE	MONTHLY PAYMENT	OWNED BY	
					APPLICANT	OTHER
<input type="checkbox"/> RENT		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FIRST MORTGAGE (Incl. Tax & Ins.)		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
		%	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
LIST ANY NAMES UNDER WHICH YOUR CREDIT REFERENCES AND CREDIT HISTORY CAN BE CHECKED:			TOTALS	\$	\$	

FINANCIAL INFORMATION

These questions apply to both Applicant and Other.

APPLICANT OTHER

IF A "YES" ANSWER IS GIVEN TO A QUESTION, EXPLAIN ON AN ATTACHED SHEET

	YES	NO	YES	NO
DO YOU HAVE ANY OUTSTANDING JUDGMENTS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER FILED FOR BANKRUPTCY OR HAD A DEBT ADJUSTMENT PLAN CONFIRMED UNDER CHAPTER 13?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU HAD PROPERTY FORECLOSED UPON OR GIVEN A DEED IN LIEU OF FORECLOSURE IN THE LAST 7 YEARS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARE YOU A PARTY IN A LAWSUIT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARE YOU OTHER THAN A U.S. CITIZEN OR PERMANENT RESIDENT ALIEN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IS YOUR INCOME LIKELY TO DECLINE IN THE NEXT TWO YEARS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARE YOU A CO-MAKER, CO-SIGNER OR GUARANTOR ON ANY LOAN NOT LISTED ABOVE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR WHOM (Name of Others Obligated on Loan):

TO WHOM (Name of Creditor):

STATE LAW NOTICES

Notice to Ohio Residents: The Ohio laws against discrimination require that all creditors make credit equally available to all credit worthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

Notice to Nebraska Residents: A credit agreement must be in writing to be enforceable under Nebraska law. To protect you and us from any misunderstandings or disappointments, any contract, promise, undertaking, or offer to forebear repayment of money or to make any other financial accommodation in connection with this loan of money or grant or extension of credit, or any amendment of, cancellation of, waiver of, or substitution for any or all of the terms or provisions of any instrument or document executed in connection with this loan of money or grant or extension of credit, must be in writing to be effective.

Notice to Wisconsin Residents: (1) No provision of any marital property agreement, unilateral statement under Section 766.59, or court decree under Section 766.70 will adversely affect the rights of the Credit Union unless the Credit Union is furnished a copy of the agreement, statement or decree, or has actual knowledge of its terms, before the credit is granted or the account is opened. (2) Please sign if you are not applying for this account or loan with your spouse. The credit being applied for, if granted, will be incurred in the interest of the marriage or family of the undersigned.

Signature For Wisconsin Residents Only	Date
X	(Seal)

SIGNATURES

By signing or otherwise authenticating below:

You promise that everything you have stated in this application is correct to the best of your knowledge and that the above information is a complete listing of all your debts and obligations. You authorize the Credit Union to obtain credit reports in connection with this application for credit and for any update, increase, renewal, extension, or collection of the credit received and for other accounts, products, or services we may offer you or for which you may qualify. If you request, the credit union will tell you the name and address of any credit bureau from which it received a credit report on you. You understand that it is a crime to willfully and deliberately provide incomplete or incorrect information in this application. If there are any important changes, you will notify us in writing immediately. You also agree to notify us of any change in your name, address or employment within a reasonable time thereafter.

Applicant's Signature	Date
X	(Seal)

Other Signature	Date
X	(Seal)

LOAN ORIGINATOR ORGANIZATION

NMLSR ID NUMBER

LOAN ORIGINATOR

NMLSR ID NUMBER

CONTINUATION SHEET/REAL ESTATE APPLICATION

Use this continuation sheet if you need more space to complete the Real Estate Application. Mark A for Applicant or C for Co-Applicant/Spouse.

APPLICANT	ACCOUNT NUMBER
CO-APPLICANT/SPOUSE	ACCOUNT NUMBER

CREDIT UNION USE ONLY

DATE: APPROVED DECLINED (Adverse Action Notice Sent) APPROVED LIMIT: \$ DEBT RATIO/SCORE BEFORE AFTER

LOAN OFFICER/CREDIT COMMITTEE COMMENTS: _____

SIGNATURES: LOAN OFFICER CREDIT COMMITTEE

Signature	Date
X	(Seal)

Signature	Date
X	(Seal)